



## **JOB DESCRIPTION**

**DIRECTORATE:** Families and Wellbeing Directorate

**SERVICE:** Transfer of Care Hub & Intermediate Care Bed Bases

### **POST DETAILS**

Job Title: Community Care Worker

Grade: Grade 6 SCP 15-22

Location of Work: Kendrick Wing, Warrington & Halton Teaching Hospitals  
NHS Foundation Trust.

Directly Responsible To: Team Manager

#### Primary Purpose and Scope of the Job:

The Transfer of Care hub is a multi-organisational Health and Social care team based within Warrington General Hospital; With a shared vision to 'support the residents of Warrington to live well, independently at home for as long as they are able'. Our primary role is to ensure safe and timely assessment and discharges from Hospital to various primary care/community settings. The post holder will be expected to work on a rotational basis, the Transfer of Care hub provides a 7-day service between the hours of 8am – 6pm each day.

Within the framework of legislation and Council policies and procedures, to work as a Community Care Worker within the Transfer of Care Hub.

The Community Care Worker is a hybrid role, either working as a colleague in the Transfer of Care Hub, acting as the Duty Social Care Worker for the team, or undertaking assessment and discharge planning for the residents of the Warrington borough. The assessments will be completed in accordance with the Care Act 2014, to facilitate safe and timely discharges from hospital. This could include visiting hospitals that are outside of the Warrington borough.

### **WORKING RELATIONSHIPS**

As a Community Care Worker, you will work as part of a multi-organisational integrated team. In your day-to-day role you will have contact with other colleagues and department members within Warrington Borough Council, external partner agencies. You will also work closely with service users, their family and carers.

## **TASKS AND ACCOUNTABILITIES**

1. To work as part of an Integrated team as a Community Care Worker. To undertake needs based, and risk-based assessments following the D2A model.
2. To arrange and coordinate discharges from hospital to the service user's most appropriate discharge destination.
3. Working with service users, carers and their relatives, following agreed procedures to determine individual needs, risks and urgency of response, to create an individual care plan for discharge.
4. To cover the Duty Social Care Worker role as required.
3. To arrange meetings, safeguarding and other events, effectively and to a high standard.
4. This post will include an element of dealing with highly confidential information and using a high level of discretion.
5. Respond independently to correspondence and produce complex and confidential reports, and statistical information to a high standard and produce work to strict deadlines.
6. To prepare agendas and type up notes of meetings connected with the work of the team/department or the job holder's own specified area of work so that proper and accurate records are maintained, and follow-up action is taken and monitored.
7. Implement, develop and maintain information systems to ensure delivery of a high level of service and to ensure that financial systems are maintained, orders processed and receipted, and budgetary information provided as required.
8. To accurately record and update data monitoring systems to make sure that information is up to date.
9. To carry out all duties with due regard to confidentiality and data protection regulations.
10. The post holder should be aware of the service responsibilities for safeguarding and promoting the welfare of adults and/or children.
11. The post holder should use initiative to prioritise and organise their own workload.
12. To undertake such additional duties as are reasonably commensurate with the level of this post.

## **REVIEW ARRANGEMENTS**

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

**Date Job Description prepared/revised:** 06<sup>th</sup> March 2026

**Prepared/revised by:** Sarah Seddon  
Integrated Team Manager – Transfer of  
Care Hub & Intermediate Care Bed  
Bases.